



NORTHWEST FIRE DISTRICT

Our Mission is to Save Lives, Protect Property, and Care for Our Community

PHONE: (520) 887-1010 FAX: (520) 887-1034 NorthwestFire.org



Fire District Governing Board Regular Meeting Minutes May 28, 2019

1. Call to Order/Roll Call/Affirmation of Quorum

Present: Bruce A. Kaplan, Vice Chair
David Talas, Board Member
Peg Green, Board Member

Absent: George Carter, Chairman
Becky Hicks, Board Member

2. Salute to the Flag of the United States of America

Vice Chairman Kaplan led the Pledge of Allegiance to the flag.

3. Presentation of Service Awards

The Finance Department was recognized by the Government Finance Officers Association (GFAO) with the Certificate of Achievement for Excellence in Financial Reporting for the 12th consecutive year.

Angel Morales was presented the Meritorious Service Medal and the Exceptional Duty Ribbon for his service and recognized for being one of 34 individuals in the United States to hold all 22 levels of Emergency Vehicle Technician (EVT) certification.

Chief Bradley presented the following 5 Year, 10 Year, and 25 Year Service Pins

- 5 Year Service Pins
 - Stephen Bonhoff
 - Pierre Breton
 - Estaben Gonzalez
 - Anthony Granillo
 - Marcus Grijalva
 - Brandon Kislenger
 - Shane Medlen
 - Angel Perez
 - Jacob Roszko
 - Mark Schleicher
 - Tyler Sterling
 - Matthew Storms
 - Christopher Underwood
- 10 Year Service Pin
 - Billy Liscum
- 25 Year Service Pin
 - Patrick Pettigrew

The following personnel were promoted to Battalion Chief:

- Joshua Zent
- Michael Rollman
- Brian Keeley

Chief Bradley administered the loyalty oath.

4. **Public Forum**

No member of the public requested to speak at this time.

5. **Consent Agenda**

The Consent Agenda contains items which might require action by the Board, but which are generally routine items not requiring Board discussion. Usually, a single motion will approve all items on the Consent Agenda, including any resolutions. However, a Board Member may remove any item from the Consent Agenda, and that item will be discussed and voted upon separately.

Approval of Consent Agenda

MOVE TO APPROVE ITEMS A THROUGH G ON THE MAY 2019, CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

- A. Approval of the Minutes of April 2019, Regular Governing Board Meeting and Executive Sessions

MOVE TO APPROVE ITEMS A THROUGH G ON THE MAY 2019, CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

- B. Approval of Amended Minutes of the Board's Regular Meeting Held June 26, 2018

MOVE TO APPROVE ITEMS A THROUGH G ON THE MAY 2019, CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

- C. Notification of PSPRS Tier 1b Drop Refund Payouts

MOVE TO APPROVE ITEMS A THROUGH G ON THE MAY 2019, CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

- D. Adoption of Resolution No. 2019-018 Ordering the Dove Mountain Investors LLC Lot 47 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is located at 6075 W Seven Saguaro Circle (Parcel 218-19-0500) and is North of Dove Mountain Blvd and East of Secret Springs Drive in Marana, Pima County, Arizona

MOVE TO APPROVE ITEMS A THROUGH G ON THE MAY 2019, CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

- E. Adoption of Resolution No. 2019-019 Approving the Agreement With U.S. Border Patrol, Tucson Sector, for the Provision of Vehicular Medical Services Training

MOVE TO APPROVE ITEMS A THROUGH G ON THE MAY 2019, CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

- F. Adoption of Resolution No. 2019-020 Approving the IGA Between Golder Ranch Fire District and Northwest Fire District for Emergency Cardiovascular Care Training

MOVE TO APPROVE ITEMS A THROUGH G ON THE MAY 2019, CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

- G. Approval of Contract Services Between the Northwest Fire District and James Grasham for the Purpose of Grant Related Services

MOVE TO APPROVE ITEMS A THROUGH G ON THE MAY 2019, CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

6. Fire Chief's Report

Reports are included in the packet; Chief Bradley states that staff is available to answer any questions.

Board Member, David Talas, requests that definitions for acronyms used in reports be added to future reports. Chief Bradley agrees to request.

- A. Fire Chiefs Board Report
- B. Support Service Board Report
- C. Operational Services Board Report
- D. Human Resources Board Report
- E. Prevention and Safety Division Fire Marshal Board Report
- F. Community Affairs Board Report

7. **Financial Reports**

This report is a summary of the District's Financial Status including: Monthly Board Financial Report, Monthly Disbursements Report, Revenue and Expenditure Reports, Real Estate Tax Revenue Spreadsheets, Monthly Bond Report and Arizona State Land Billing and Payment Reports. The Board will be asked to approve the District's Monthly Disbursements Report.

A. **Finance Reports**

The monthly reports are included in the packet. Dave Gephart, Finance Director, states that the monthly board report covers the period through March 31, 2019 covering 75% of FY. Mr. Gephart notes that the fund balances are positive, the District's financial condition remains sound, and tax collections remain in line with historic averages.

Mr. Gephart is available to answer questions.

Vice Chairman Kaplan expressed gratitude for the excellent quality of work provided by Mr. Gephart and his staff.

MOVE TO APPROVE THE DISTRICT'S MONTHLY DISBURSEMENTS REPORT AS PRESENTED.

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

8. **Business**

A. Dave Gephart, Finance Director, states that the proposed budget is included in the packet.

Mr. Gephart highlights:

- The ambulance fund has now been allocated to reflect resources and requirements to provide better comparability between last year's adopted budget and the current year adopted budget.

Discussion

B. The Board May Vote to Go Into Executive [Closed] Session, Pursuant to A.R.S. 38-431.03 (A) (1) and (4), to Discuss the Employment Performance, Salary, Benefits and Other Employment Contract Terms for the Fire Chief. Any Formal Action on this Item Will Take Place in Open Session

MOVE TO ENTER INTO EXECUTIVE SESSION, AS STATED IN THE AGENDA ITEM.

THE FOLLOWING PERSONS ARE ASKED TO JOIN THE BOARD IN EXECUTIVE SESSION: CHIEF BRADLEY AND THOMAS BENAVIDEZ.

THE EXECUTIVE SESSION BEGAN AT 6:26 P.M.

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member Peg Green

Vote: 3 - 0 - Unanimously

MOVE TO CLOSE THE EXECUTIVE SESSION AT 6:45 P.M.

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

The Board expressed their pleasure with the performance of Chief Bradley over the past year.

MOVE TO APPROVE THE FIRST AMENDED EMPLOYMENT AGREEMENT WITH CHIEF BRADLEY.

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 3 - 0 - Unanimously

9. **Future Agenda Items**

A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).

Chief Bradley highlighted presentations to be delivered at future Governing Board meetings:

- Three year annexation review highlighting importance of annexation efforts.
- New vehicle policies and procedures aimed at creating greater efficiency, including results of Enterprise lease audit.

10. **Adjournment**

MOVE TO ADJOURN THE MEETING AT 6:48 P.M.

Motioned by Vice Chair Bruce A. Kaplan,

Vote: 3 - 0 - Unanimously


Becky Hicks
Board Clerk

Two Board Briefing Books containing material related to the Board Meeting are available for public review the day before and the day of the Board Meeting during office hours at the Administration/Prevention and Safety Office located at 5225 W. Massingale Road, Tucson, Arizona 85743 – (520) 887-1010. The two Board Briefing Books are also available for public review at the Board Meetings.

The Northwest Fire District Board may vote to go into Executive Session on any agenda item pursuant to ARS §38-431.03 (A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. Pursuant to Board Policy, from time to time, it might be necessary for a Board Member to attend a Board meeting via speakerphone.

The Northwest Fire District Training Facility is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), those persons with special needs, such as large-type face print or other reasonable accommodations, may request those through Heather D'Amico, by calling 887- 1010, ext. 2905, before the meeting.

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